

Michigan Merit Examination (MME) – Beginning Spring 2007
STANDARD TESTING REQUIREMENTS

All schools must meet these standard testing requirements for both Day 1 and Day 2.

This document does not replace the comprehensive instructions in the Supervisor Manuals.

Facilities

- ♦ Choice of testing rooms for standard time administration
 - Uncrowded seating – prefer classrooms with 25-30 examinees
 - Manageable security – prefer no more than 100 examinees in one room (if more than 100, see personnel requirements below)
 - Good lighting, comfortable temperature, quiet atmosphere
- ♦ Adequate writing surfaces
 - No lapboards permitted; temporary surfaces resting on chair arms or back of chair in front must be reviewed and approved by ACT prior to use
 - Must accommodate both test booklet and answer document
- ♦ Seating arrangements (requirements apply equally to desks and tables)
 - Seats must be assigned by testing staff as students enter room
 - Minimum of 3 feet apart side-to-side (measured shoulder-to-shoulder)
 - Minimum of 3 feet apart front-to-back (measured head-to-head)
 - All students must face the **same** direction, directly behind one another
- ♦ Freedom from distractions
 - No one not involved in testing may be in the room
 - Uninterrupted testing period required for both days of testing
 - No unnecessary noises (bells, public address systems, etc. must be turned off)
 - Testing rooms must be separated from regular school activities

Personnel

- ♦ Required number of qualified assistants per room—1 room supervisor required for each room, **plus** 1 proctor for every 25 examinees in the room after the first 25 (i.e., 26-50=1; 51-75=2; 76-100=3)
- ♦ To avoid the appearance of conflict of interest, testing staff may **not** be:
 - Involved in test preparation outside of normal teaching responsibilities
 - Enrolled in high school
- ♦ Test (and back-up) supervisors have access to secure test materials prior to testing. Therefore, to avoid the appearance of a conflict of interest—and to protect relatives (including siblings, children, stepchildren, grandchildren, nieces, nephews) and wards from allegations of impropriety—test (and back-up) supervisors may **not** be related to **any** examinee taking the ACT/WorkKeys in 2006-2007 **anywhere** in Michigan.

- ♦ Room supervisors and proctors may **not** assist in a room where any relative is being tested
- ♦ Adequate training for all staff
 - Testing staff must have read and be familiar with both the Day 1 and Day 2 supervisor's manuals (included with training materials)
 - A local training session for all staff is required before testing
 - Each room supervisor must have a complete copy of that day's supervisor's manual in the test room
- ♦ Attentiveness during testing—testing staff must:
 - Focus on monitoring tests (reading, grading papers, other personal work **not** permitted)
 - Circulate frequently around the room to monitor examinees
 - Recognize the potential for cheating and take action as instructed in supervisor's manuals
- ♦ Exact compliance with supervisor's manuals required, including reading spoken instructions verbatim

Security

- ♦ All test sites must test on the designated test days with testing as the first activity of the morning
- ♦ Constant security of materials
 - Receipt, check-in, and verification of test booklets by serial numbers
 - Restricted access at **all** times from moment of receipt to return (documented "chain of custody")
 - Answer documents not returned to students after test responses gridded
 - Immediate and complete return of all Day 1 materials to ACT and all Day 2 materials to Pearson
- ♦ Proper identification of examinees by room supervisor (personal recognition or photo ID)
- ♦ Direct consultation with ACT to handle testing irregularities

Exact timing of tests

- ♦ More than one timepiece must be used in each room to ensure back-up
- ♦ Time remaining may not be posted
- ♦ Five-minute warning must be read verbatim from the supervisor's manuals

Documentation of procedures on each test day

- ♦ State Testing Staff List returned with answer documents
- ♦ Seating Diagram, Test Book Count Form, and Testing Time Verification Form returned for each room
- ♦ Supervisor's Report Form (Day 1) and School ID Sheet (Day 2) completed accurately
- ♦ Testing Irregularity Report Form(s) returned with answer documents